



DEVELOPMENT GUIDE

PLANNED DEVELOPMENTS • REZONINGS • ANNEXATIONS

Staff/SDR/ COW Meetings	<p>A preliminary meeting with staff in the Planning Division should be scheduled to outline the Commission process as well as receive preliminary feedback of a proposal based on the planning documents and policies of the Village of Barrington.</p> <p>Staff Development Review (SDR) gives you an opportunity to meet with Village department heads and other staff members to review your proposal on a preliminary basis. Village staff will help you identify potential concerns and issues to assist you in determining whether you want to move forward in the process. Depending on the nature of the project the petitioner may be directed to appear at a Committee of the Whole of the Board of Trustees for general project direction.</p>	<p><i>Contact the Planning Division for meeting availability.</i></p>
Neighborhood Contact	<p>If you choose to go forward with the proposal you are expected to discuss the project with neighbors as early as possible in the development process. Though the Village Board reviews cases based on the best interest of the entire community, neighborhood input is important, the Village Boards and Commissions value the input of the residents of the Village and it is to the benefit of the petitioner, Village, and residents to maintain open communication with surrounding neighbors throughout the process. You must meet with the neighbors of the project site early in the process in order to address their concerns in the preparation of your plans. This may include meeting individually with business or neighborhood leaders, organizing and publicizing a neighborhood meeting (through certified notices to an extended area beyond the required 250 feet if logical), and/or attending a homeowners association meeting.</p>	<p><i>The amount of time it takes you to prepare your submittals will depend on the complexity and nature of your project.</i></p>
File the Petition	<p>You must submit an original and the required number of copies of a completed petition along with the required application fee and supporting documents to the Planning Division. Refer to the Submittal Checklist (in the application packet) for a complete list of required materials.</p>	
Neighborhood Meeting	<p>Petitioners must meet with surrounding residents informing them of the proposal. Any concerns must be discussed and where possible, resolved prior to a Technical Review of the proposal. Technical Review will not be conducted without verification of and results from a neighborhood meeting.</p>	
Technical Review Phase	<p>Within three weeks of receiving your complete submittal Village staff will review your petition and send you a written summary of suggested revisions or additional information that is required to proceed to the commission process. You will then be required to re-submit additional information and/or revised plans for the Commission Hearing. An additional Technical Review Meeting may be scheduled between your project team and Village staff if it is necessary. The technical review phase continues until all materials, including revised plans, have been submitted and reviewed.</p>	<p><i>A minimum of four weeks is required for the technical review. More time is needed to review and finalize a proposal that is incomplete or does not meet Village standards.</i></p>
ARC Meeting	<p>Review by the Architectural Review Commission (Preliminary and Final ARC is required for all applicable developments). Contact the Building and Planning Department regarding requirements of the ARC process.</p>	<p><i>The ARC meets the second and fourth Thursdays of every month. Submittals are due at least three weeks before.</i></p>
Public Notice and Plan Commission Hearing	<p>After a Plan Commission Hearing date has been set, Village staff will prepare a legal notice to be published in the newspaper 15-30 days before the hearing. It is your responsibility to send a letter (Form No. 2) and a copy of the notice to all property owners within 250 feet, excluding rights-of-way, of the perimeter of the property by certified mail at least 15 days before the hearing. It may be prudent to notify an area greater than 250 feet if the geography of the area affects more neighbors (for example, if a subdivision is divided by the 250 foot boundary). You must turn in the return receipts (green cards) from the letters as well as a signed and notarized Affidavit of Notice (Form No. 3) at the Plan Commission hearing as proof of the notice.</p>	
Board of Trustees	<p>After Plan Commission and Final Architectural Review Commission the petition will be sent to the Village Board of Trustees for final consideration.</p>	<p><i>The BOT meets the second and fourth Mondays of each month.</i></p>

DEVELOPMENT PROCESS FLOW CHART

Planned Developments and Rezonings

ARC is required for Two-family, Multi-Family, Commercial, and Historical

